

NOTE TO USER: In the areas with [brackets] you must fill in the information requested and delete the brackets from the document once you have filled in the information. In the areas with (parenthesis) you must include the referenced attachment and label it using the same attachment number. If you have questions, contact your DCED Local Government Specialist. (revised 3/11/03)

Chief, Voting Section
Civil Rights Division
Room 7254-NWB
U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, D.C. 20530

[Date], 20__

SUBJECT: Submission under Section 5 of the Voting Rights Act
[Reason for requesting preclearance, e.g. special election, ordinance revision]
NOTE: If you are requesting Expedited Preclearance, state so here and begin the first sentence stating so.

To Whom it May Concern:

[Preclearance **or Expedited preclearance**] is hereby requested for the [insert month], [insert day], 20__ date selected to schedule a special election to be held in [insert city name], Alaska, which is located in the State of Alaska, [in the unorganized borough or insert borough name if appropriate].

As provided in the City of [insert city name] local election ordinance, no candidate received 40% of the vote required to win the election. As a result we are required to hold a run-off election by [insert date]. Please consider this a request for a standing preclearance of our run-off ordinance requirement so that a separate request does not have to be submitted each time we have to conduct a run-off election.

Regular elections are held in the City of [insert city name] on [insert day and month, e.g. first Tuesday in October]. The city's election ordinance requires a run off election be held within [insert number of weeks] of the date the election is certified. The election was certified on [insert month], [insert day], 20__. Attached is the City of [_____] election ordinance (Attachment 1) and the resolution of the canvass committee ordering the run-off election (Attachment 2). The date scheduled for the run off election will in no way deny or abridge any voter's right to vote on the basis of membership in a race or language minority. The population of [insert city name] is [insert population information from most recent census]; with approximately [insert percentage of native/non-native information from most recent census] % Alaska Native. English is widely spoken. The [insert month], [insert day], 20__ date will not conflict with subsistence, fishing, or other activities nor interfere with any individuals right to vote.

The canvass committee is responsible for certifying the election and making the determination that a run-off election is required.

Following are the names of the canvas committee members:

[insert name], Mayor
[insert name], member
[insert name], member
[insert name], member
[insert name], member;
[insert name], member; and
[insert name], member

The official responsible for conducting elections in the City of [insert city name] is the City Clerk. The name, address, and telephone number of the City Clerk are listed below.

The City of [insert city name] is entirely within the same precinct boundary [if not within same boundary, insert appropriate information] for state and local elections.

The election and public notice procedures prescribed in the City [insert city name] Local Ordinances (Attachment 1) shall be implemented in the conduct of this election. There is no past or pending litigation concerning this change or related election practices.

The following individuals may be contacted for further information.

_____, City Clerk/Administrator City of [insert city name] P.O. Box _____ [city name], Alaska 99____ (907) ____ - _____	_____, Mayor City of [insert city name] P.O. Box _____ [city name], Alaska 99____ (907) ____ - _____	[Local Gov't Spec name], Local Gov't Specialist State of Alaska, DCED [Address] [city name], Alaska 99____ (907) ____ - _____
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Sincerely

Attachment 1: Election Ordinance

Attachment 2: Canvass committee Resolution scheduling the date for the special election [include minutes of the canvass committee meeting when the special election date was chosen].